

The White House Closing the Circle Awards: 2005

We cordially invite you to participate in the 2005 White House Closing the Circle (CTC) Awards. This program recognizes Federal employees and their facilities for efforts which resulted in significant contributions to or have made a significant impact on the environment. The awards focus on waste prevention, recycling, and green purchasing activities under E.O. 13101, environmental management under E.O. 13148, green/sustainable buildings under both executive orders, and reduced fuel usage under E.O. 13149.

Important Changes to Note

Now in our 11th year, we continue to seek exemplary success stories that can set the example for other Federal facilities to follow. This year we are continuing several changes to the awards categories that we started last year. First, recognizing our belief that Federal agencies should have one, comprehensive green purchasing program, rather than separate programs for buying recycled content, environmentally preferable, and biobased products, we have combined the affirmative procurement, environmental preferability, and biobased categories into one green purchasing category. We will instruct the judges to give preference to programs that consist of both a buy-recycled component and either an environmentally preferable products component or a biobased products component. However, for this year, successful candidates are not required to have a program containing all three components.

Second, we continue to believe that education and outreach are key tools to successful programs and should be an integral part of successful programs. Therefore, rather than continuing to have a separate education and outreach nomination category, we have incorporated education and outreach into the other categories.

Third, continuing our emphasis on facility use of environmental management systems and sustainable design for building construction and renovation, we are continuing the Environmental Management System and Sustainable Design/Green Buildings categories.

Fourth, we are no longer requesting that nominees distinguish between non-hazardous waste and hazardous waste projects. We will accept nominations for programs involving either hazardous or non-hazardous waste and instruct the judges to select the best projects regardless of waste type.

Fifth, we are introducing a new category for reduced fuel consumption to promote the goals and objectives of Executive Order 13149, "Greening the Government Through Federal Fleet and Transportation Efficiency." Federal agencies and individual Federal facilities have made significant progress in purchasing alternative fuel vehicles, building fueling infrastructure for alternative fuels, encouraging the use of mass transit or carpooling, and reducing fleet fuel consumption.

Finally, we will continue to consider nominations from either an individual Federal employee or teams/groups of Federal employees (including teams of Federal and contract employees). Partnerships between Federal facilities or Federal employees and non-Federal entities, such as surrounding local communities or non-profit organizations, are encouraged and will be considered for award.

Award Categories for 2005

- Waste/Pollution Prevention
- Recycling
- Green Purchasing
- Environmental Management Systems
- Sustainable Design/Green Buildings

- Minimizing Petroleum Usage in Transportation

The criteria for each category are found at the end of these instructions.

Each category will recognize "Military" and "Civilian" nominations with separate awards. Descriptions of the award categories are provided, and while not all inclusive, they will help to understand the criteria used to judge and evaluate the nominations for awards.

Agency Internal Award Programs

Several Federal agencies have begun implementing, within their own in-house environmental recognition programs, categories consistent with the White House Closing the Circle Awards. These agency-wide winners may be the only programs, for that particular agency, eligible to compete in the annual White House Program after submitting their nomination package. For more information on your agency in-house recognition program, please contact your agency representative listed below:

USDA:	sharon.holcombe@usda.gov
DOC:	pwixed@doc.gov
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JWOD:	jsmith@jwod.gov
NASA:	mmcneill@hq.nasa.gov
NRC:	DMT1@nrc.gov
NSF:	mlhiggs@nsf.gov
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Submission Instructions

Please remember these four important points when submitting your nomination package:

1. Only nominations for which there is a completed electronic registration form will be eligible to participate. If you have problems entering your data electronically, call us at 202-564-1297.

PLEASE NOTE THAT YOUR ELECTRONIC REGISTRATION IS NOT YOUR ENTIRE SUBMISSION. PLEASE READ ON.

2. We are only accepting electronic copies of nominations this year. Your nomination file must contain no more than four pages of text in size 12 font. Please use Times New Roman or an equivalent font. Acceptable file types include MS Word (.doc), WordPerfect (.wpd), Rich Text Files (.rtf) and Adobe Acrobat PDF(.pdf). Imbedded graphics are also acceptable. Submit your nomination file, no later than close of business on Friday, January 28, 2005.

In special circumstances, we will accept paper copies of you nomination; please contact us to obtain approval to submit paper copies. We will not accept paper copies unless we have given you prior approval.

3. Describe what positive changes were made by the individual or facility program and provide supporting documentation along with quantitative data (for example, amount of green products purchased, reductions in waste generation, and percentage of construction and demolition debris recycled). Additional documentation in excess of the four page limit, that you believe may support your nomination, may be included but will not necessarily be considered by the judges. An example would be a .PDF file containing outreach materials used as part of a project or a photograph file of a sustainable building.

4. Check with your Agency/Department headquarters Point of Contact listed above to determine if you have to submit the nomination package through them or if there are any internal requirements or due dates to be met.

Sharing of Nomination Information

Part of OFEE's mission is to share best practices and success stories among Federal agencies and with other organizations through our web site, our newsletter, and training sessions. The summer issue of our newsletter, Closing the Circle News, features the award-winning programs. Therefore, please be sure that any statistical information that you include in your nomination is accurate and cleared for public distribution.

Other

Finally, it is not our intent to limit your opportunity for award recognition by imposing strict parameters that may hinder program innovation. The objective of the White House Closing the Circle Award Program is to recognize all applicable waste reduction, green/sustainable building, environmental management, recycling, green purchasing, and alternative fuels vehicles-related innovations and successes. Be creative and let your imagination run wild! If you have any questions call OFEE at (202) 564-1297. Good Luck!

Closing the Circle Award Categories

Waste/Pollution Prevention

This category recognizes source reduction practices related to the generation of non-hazardous solid wastes or hazardous wastes or pollution from a Federal facility through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment or disposal. Preference will be given to nominations that include outreach programs/projects or educational efforts designed to promote the pollution prevention and waste prevention goals and objectives of E.O. 13101 or E.O. 13148.

Recycling

This category recognizes outstanding activities – including collection, separation, and processing – by which products or other materials are recovered from the waste stream for use in the

manufacture of new products (other than fuel for producing heat or power by combustion) at a Federal site, facility, or operation. Preference will be given for recycling programs that have an internal education component and/or a public outreach component designed to promote recycling at the site, facility, or operation or to promote partnerships with the surrounding community to promote recycling. Green Purchasing This category recognizes the most effective and innovative programs implemented for the purchase and use of recycled content, environmentally preferable, or biobased products at a Federal site, facility, or operation. Preference will be given to nominations that include both purchasing of recycled content products and purchasing of either environmentally preferable or biobased products. For recycled content products, this award category focuses on, but is not limited to, those products designated in the Environmental Protection Agency Comprehensive Procurement Guidelines (CPG). For environmentally preferable products, this award category recognizes the best examples of acquiring, using, or validating products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose; an outstanding improvement to a process that resulted in significant monetary savings and benefit to the environment; or product testing that led to the approval and use of environmentally preferable products or services. Preference will also be given for outreach programs/projects or educational efforts designed to promote the green purchasing objectives of E.O. 13101.

Sustainable Design/Green Buildings

This category recognizes the most innovative Federal government sustainable design and green building projects. Nominations are limited to projects which have been completed, are under construction, or have completed the planning process and have been awarded to a successful offeror. Nominations should address all facets of a structure/project's life cycle, i.e., encompass project design, energy efficiency, materials usage, building operations. Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Federal facilities.

Environmental Management Systems

This category recognizes the most effective and innovative programs to implement environmental management systems at Federal facilities in accordance with E.O. 13148. Implementation of Facility level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should also include a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting format of raw material derivations, use and disposal of final products services; material and energy usage and waste; environmental, health and safety management costs; or the use of environmental accounting and life cycle assessment in multiple types of decision-making.

Minimizing Petroleum Use in Transportation

This category recognizes programs, practices and procedures implemented in a Federal fleet that results in significant reduction in petroleum use. This includes establishment of new fuel infrastructure; methods for encouraging the use of alternative fuels; ride sharing programs; increased vehicle usage efficiency programs; hybrid vehicle or NEV acquisition and use; or any other methods your fleet uses to decrease its petroleum consumption. Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial and other hurdles and support the goals of E.O. 13149.